

## SCHOOL OCCUPATIONAL THERAPIST STANDARD CERTIFICATE (ENDORSEMENT CODE: 2910)

Please print this page before you apply.

The school occupational therapist endorsement is required for service as an occupational therapist in all public schools.

**To be eligible for the School Occupational Therapist Standard, you must complete all of the following:**

### **Bachelor's Degree Requirement**

- A bachelor's degree from a regionally accredited college is required.

### **Occupational Therapy Study**

- Completion of a program in occupational therapy from an approved school is required.

### **NJ Occupational License**

- A currently valid license issued by the New Jersey Occupational Therapy Advisory Council. Please submit a copy of the license.

### **Fee Information**

- The current cost of the certificate is \$95.
- **No checks or money orders will be accepted**
- Please make the payment online at <http://www.nj.gov/education/educators/license/epay.htm>.
- **Please notify your examiner after payment has been made.**
- If you apply and are denied, you will be charged a fee of \$70.
- **All fees, including money left on file, are nonrefundable**

### **Online Certificate Information**

- All information about certificates is now available online, including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Instructions to view this information can be found at [www.state.nj.us/education/educators/license/tcis/instructions.pdf](http://www.state.nj.us/education/educators/license/tcis/instructions.pdf).
- In order to make certification information available more quickly, this information will appear on our website in lieu of the issuance of paper certificates. Additionally, the move to electronic certificates will save costs associated with printing and mailing, as many of our neighboring states have discovered. **Therefore, as of May 15, 2015, paper certificates will no longer be issued.**

IF YOU HAVE MET THE ABOVE REQUIREMENTS, [CLICK HERE](#) TO APPLY ONLINE.

### **Applicant Checklist:**

**You cannot complete the entire application process online.** After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE in order to complete your application. Please put your tracking number or Social Security number on all documents that you send to our office. For this particular certificate, you will need to send in the following:

- ☐ Oath of allegiance/verification of accuracy form. (Available here: <http://www.nj.gov/education/educators/license/forms/verify.pdf> )
- ☐ Official transcripts noting degree conferral and all other relevant transcripts. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents.
- ☐ A currently valid license issued by the New Jersey Occupational Therapy Advisory Council. See above for details.
- ☐ Fee of \$95 paid online.

